

~~CONFIDENTIAL~~Attachment  
# 2

TO : Chief, Personnel Division DATE: 15 January 1951  
FROM : Chief, Testing and Training Branch ABRIDGED: 10 October 1951  
SUBJECT: Dissemination of Information relating to Testing Procedures

1. An established primary function of this Branch is the provision of an Agency-wide personnel testing and evaluation service. Proper fulfillment of this function demands a close and sympathetic working relationship between the professional test administrators of this Branch and placement personnel throughout the Agency and, further, imposes a requirement that this Branch keep Placement Officers fully informed concerning selection tests in use, testing procedures in effect, and correct utilization of test scores.

2. With this objective in mind, the related memorandum enclosed herewith has been prepared for distribution to all Placement Officers. The attachment is a detailed statement of policies, procedures, and schedules currently in effect in conjunction with the testing program.

3. It is believed that proper dissemination and consideration of these documents will aid materially in effecting a good comprehension of the testing program and the manner in which testing services may be of assistance to Placement Officers in selecting qualified employees.

4. Recommend that the attached memoranda be reproduced in sufficient quantity that each Placement Officer in the Agency may have a personal copy for close study and ready reference.

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1 Encls:

Encl. No. 1 - Policies &amp; Procedures

Document No. 22NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 230378 By: 025~~CONFIDENTIAL~~2  
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